

**MARTIN CITY COUNTY WATER DISTRICT
BOARD OF DIRECTORS MEETING**
October 20, 2016, LIETZ HALL, MARTIN CITY, MT
Minutes

The meeting was called to order at 7:03 p.m. Present: Board Members Greg Doggett, Flip Paulson, Jacque Ferbrache, and Jim Zerbe; General Manager/Chief Operator Shane Pierson, and Clerk Victoria Zerbe.

The Minutes for September 22, 2016 were approved by unanimous consent.

The bacteriological water test results for coliform taken on September 20, 2016 at the pumphouse, and on October 4, 2016 at Leitz Hall, by Shane Pierson, were satisfactory.

For the Operator's Report, Shane Pierson reported that progress has been made on extending low curb stops above ground for better access, with about 15 done to date. Another 30 to 40 curbstops need extending, so the project will continue into next year. Lead and copper tests were completed, submitted, and found satisfactory. The hydrant meter was removed for the winter after the Glacier Gateway bike path project was completed. LHC's final water usage will be billed after meters are read on Monday, October 24. Back-up Operator John Helton will read the meters this month.

Shane adjusted heaters in both pump houses and insulated the skylight. After multiple rescheduling, leak detection digs at the Deerlick Saloon and for a broken curbstop at Seq. #160, along with the Glacier Hills flush hydrant relocation, is scheduled with Tom Torpin on next Thursday or Friday. If the digs aren't completed this coming week, Shane will arrange the excavations with another contractor. The static water level on Well #2 continues to hold at the 40-50 ft. level. Historically the static water level is around 78 ft. With the rain that continues to fall, the level may lower again. Shane will continue to monitor the level. The General Manager has verified the UPS on the storage tank to complete Work Order #2016-12, and purchased a replacement sump pump.

Shane explained his DEQ fax entry on his time sheet as the change in one lead and copper survey site. The history of water on the ball field was reviewed, labeled again as an old problem with septic systems, and not near any MCCWD water lines. Shane also explained the issue of Andrew Nelson's, account #148, new meter running backwards at last month's meter readings. The issue was caused by normal placement of the new meter with old installation lines reversed. The problem should be solved with Shane's reversed placement of the meter. Completed Work Orders will now remain on the WO Log for an entire quarter before removal.

In review of the System Reports, water loss remains an issue. Route 2 water loss is creeping up. Perhaps unreported fire department flushing on Glacier Hills' new lines contributed to the loss. The September Usage Report depicted LHC's large water usage. It was noted that Paulson Resorts has closed for the season, so its base rates will only be calculated over the winter. The Board reviewed the Adjustments Report and the Rate Code Report. The Comparison Report reflected a water loss percentage lower than a year ago.

The Clerk reviewed the District's financial statements for September 2016. Tax bill receipts of \$482.19 from Flathead County were deposited in Tax Roll Fund #7273. The Capital Investment Fund #7274 received \$135.60 in interest distribution. The Profit and Loss statement for September depicted a negative Net Ordinary Income of \$4,987.11, and a negative year-to-date Net Ordinary Income of \$338.40 because of the amount of maintenance projects performed this summer and fall. The updated 2016 Cash Flow Forecast was reviewed next. The Board President outlined how the Cash Flow Forecast was a snapshot of the District's financial health, and MCCWD's finances are healthy. The entry on the Clerk's time sheets for September 4 of "WOs – new for Nelson & Kentros" meant meter changeouts were performed in Mosaics.

The Disbursement Report for October 20, 2016 listed the 941 Employer's Federal Quarterly tax payment of \$1,645.14; the MT Unemployment Quarterly Tax payment of \$41.24; Montana Department of Environmental Quality's annual fee; and annual dues for the Flathead Valley Utility Coordinating Council. **A motion to approve the Disbursement Report was made by Greg, seconded by Flip, and unanimously approved by the Board.**

The Past Due Report was reviewed. Andrew Bancroft, account #95, and Kevin Davey, act. #55, were posted for two months past due. No one will be turned off for non-payment since payments were made. Seven other accounts have paid since the Past Due List was printed.

Under Old Business, the Board agreed to a winter schedule of a meeting in January, while skipping meetings in November, December, February, and March because of the limited operation and maintenance activity during those months. The Board President will approve the Disbursement Reports and sign checks in the months with no meetings.

In regards to the replacement of the old 1½ inch line north of Old Hwy 2, Greg and an A2Z Engineering engineer met with Joe and Star Herzog, account #33, who have District water lines running through their property. The customers have agreed to a 10 ft. easement around all lines. The replacement line will sweep as much as possible around the edges of their property. In the agreement, MCCWD will return to normal any disturbance to the Herzog's property caused by the District. DEQ's approval is the next step in the project, after the receipt of Herzog's notarized easement.

No activity has been made on the sale of the District's surplus property at 3rd Ave. S. or on possible solutions to the cost of fire hydrant repairs in response to the Martin City Rural Volunteer Fire Department Board's letter.

Under New Business, Shane and Back-up Operator Mark Hemingway's payroll hours for their class attendance on rebuilding hydrants were approved. MCCWD's next Board Meeting was scheduled for Thursday, January 19, 2017 at 7:00 p.m. As there were no other items to discuss, Flip made a motion at 7:57 p.m. to adjourn, and Jim seconded it; all agreed.

Respectfully submitted,

Victoria Zerbe